

Dear Applicant:

Attached are the Qualification Summary, Examination Schedule, and a Benefits Summary for the position of Police Officer. Please pay particular attention to the qualifications as outlined in the Qualification Summary.

The e-mail you are receiving contains several attachments, including a personal history statement (PHS), drug and tattoo policy, arrest restrictions, and a credit check form. Make sure you review the drug and tattoo policy and the arrest restrictions before you begin to fill out the personal history statement. You **MUST** be in compliance with **ALL** three areas in order for you to be considered for the position. If you are **NOT** in compliance with **ONE** or more of these three areas, please send me an email to withdraw from our hiring process.

Personal History Statements with copies of the required documents listed below must be submitted by email to Sergeant Richard Savage at [rsavage@grapevinetexas.gov](mailto:rsavage@grapevinetexas.gov). The documents must be submitted in a PDF format and the originals must be brought to the physical agility assessment for verification of authenticity. Please scan each document separately and attach them to the email. The following documents must be submitted via email:

1. PDF Copy of your signed Personal History Statement
2. PDF Copy of your Birth Certificate.
3. PDF Copy of your current Texas Driver's License.
4. PDF Copy of your high school diploma or transcript or GED.
5. PDF Copy of all college transcripts
6. PDF Copy of Military discharge papers (DD214) (if applicable).

**The last page of the PHS must be signed and the waiver release form at the end of the PHS must be notarized. These forms must be part of the PDF Copy of the PHS.**

Originals (except college transcripts) will be returned. An official PDF college transcript emailed to me from your college will be accepted as an original.

Once your documents have been emailed to me and I have reviewed them I will email you a pass to the test.

**NOTE: INCOMPLETE PERSONAL HISTORY STATEMENTS AND RESUME'S WILL NOT BE ACCEPTED.**

## **POLICE OFFICER QUALIFICATION SUMMARY**

**Candidates must possess one of the following qualifications:**

1. 30 hours of college at a **Regionally accredited** college or university, **plus** (2) years current continuous employment in good standing with the City of Grapevine **OR**
2. 30 hours of college at an **Regionally accredited** college or university, **plus** (2) years active military service with an Honorable Discharge, **OR**
3. 30 hours of college at an **Regionally accredited** college or university, **plus** TCOLE license (Texas Peace Officer Certification) with an **HONORABLE DISCHARGE** (if applicable), **OR**
4. Obtain a four year Bachelors degree from a **Regionally accredited** college or university prior to the hire date, no police experience or certification required.

Applicants must possess all of the following:

**A valid Texas driver's license or be able to attain prior to employment, Proof of U.S. Citizenship (Birth Certificate or proof of naturalization), Honorable Discharge (DD 214) if you served in the U.S. Armed Forces (if applicable), Texas Peace Officer Certification/TCOLE license (if applicable).**

Applicants must be at least age 21 on date of hire. No DWI/DUI convictions in last 10 years. No Class B misdemeanor convictions in last 10 years. No Class A misdemeanor or felony convictions. No convictions, deferred adjudication, or probation for assault / family violence or theft.

For more information, please contact:  
Sergeant Richard Savage  
(817) 410-3203 Fax (817) 410-3207  
Email [rsavage@grapevinetexas.gov](mailto:rsavage@grapevinetexas.gov)

## POLICE OFFICER EXAMINATION SCHEDULE

### ENTRANCE EXAMINATION: Physical Assessment

DATE: Monday January 4, 2016  
TIME: 9:00 am  
PLACE: Grapevine Middle School Football Field  
301 Pony Parkway, Grapevine, Texas 76051

The exam consists of:

- 1.5 mile run
- Sit Ups
- Push Ups

### ENTRANCE EXAMINATION: Written Assessment

DATE: Monday January 4, 2016  
TIME: 1:00 pm  
PLACE: Grapevine Convention Center  
1209 S. Main Street  
Grapevine, Texas 76051

Check in will start at 1:00 pm. **Test will begin at 1:30 pm.** No one will be admitted after 1:30 pm. You must have your driver's license to be admitted. Please note if anyone leaves the building after the test has started, they will not be allowed re-entry.

Applicants need a passing score to the Written Assessment portion of the Entrance Examination (70% minimum). Those passing the Written Assessment portion of the Entrance Examination will move on to the Interview Board.

Test scores will be posted when test scoring is completed on the entry doors of the Grapevine Convention Center no later than 5:15 pm. Those individuals passing both the physical and written examination will be given a time and date for a preliminary screening interview.



### **PRELIMINARY SCREENING INTERVIEWS:**

DATES: Tuesday January 5, 2016 (Out of Area Applicants)

Wednesday January 6, 2016

Thursday January 7, 2016 (if needed)

Friday January 8, 2016 (if needed)

TIME: 7:00 am – 6:00 pm

PLACE: Grapevine Police Department  
307 W. Dallas Road  
Grapevine, Texas 76051

APPLICANTS MUST SUCCESSFULLY PASS THE FOLLOWING TO BE  
**CONSIDERED** FOR HIRE:

- |                                    |                          |
|------------------------------------|--------------------------|
| 1. Written test                    | 6. Polygraph Examination |
| 2. Physical Assessment             | 7. Psychological Exam    |
| 3. Preliminary Screening Interview | 8. Physical examination  |
| 4. Background Investigation        | 9. Drug screen           |
| 5. Credit Check                    | 10. Chief's review       |

### **POLICE OFFICER BENEFITS SUMMARY**

#### **BASE PAY**

Starting Police Recruit Salary is \$4,189.59 monthly plus benefits (those attending Basic Academy). \$4,399.07 monthly plus benefits for applicants with TCOLE License and less than 24 months Police Officer experience. \$4,619.03 monthly plus benefits for applicants with TCOLE License and more than 24 months Police Officer experience.

IN ADDITION TO BASE PAY:

1. Longevity Pay: \$4 per month times years of service, up to 25 years.
2. Incentive Pay: \$50 per month for an Intermediate TCOLE Certificate,  
\$75 per month for an Advanced TCOLE Certificate,  
\$110 per month for a Master TCOLE Certificate.
3. Court Pay: Required court appearances are paid time & one half.
4. Retirement: TMRS at 20 years, city match 2:1, vested after 5 years.

OTHER BENEFITS:

1. 120 hours sick leave each year
2. 120 hours paid vacation
3. 9 paid holidays
4. Deferred Compensation Plan
5. Military leave
6. Sick leave buy back
7. Medical, dental, vision and life insurance
8. Issued uniform and equipment. Department issued Glock 22 handgun.
9. Uniforms dry cleaned at Department expense.